

**Winchester Parks & Recreation
Parks & Recreation Advisory Board - Minutes
Monday, August 24, 2020
Active Living Center
6:30 PM**

1. Welcome & Call to Order – President Bill Stewart

2. Attendance Roll Call

Present: Bill Stewart (President), Shelly Lee, Cal Allen, Regina Coates, Chris Way and Andy Gail

Absent: Mike Miller (Vice-President), Hector Robertson, Scott Jenkins, Casey Stine

City Staff: Lynn Miller and Samantha Crisman

Press: None

3. Approval Minutes – June 8, 2020 & July 27, 2020

- a. A motion to approve June 8, 2020 meeting minutes was made by Cal Allen and seconded by Regina Coates. All were in favor; the minutes were approved.
- b. A motion to approve July 27, 2020 meeting minutes was made by Cal Allen and seconded by Andy Gail. All were in favor; the minutes were approved.

4. Introductions & Presentations

4.1 Jack Smith, Eagle Scout Candidate – Established GaGa Court at Christianson Familyland

4.1.1 Bill Stewart thanked Jack for his and other scout's work on this project and presented Jack with a Certificate of Appreciation for his contribution to the park. Jack also donated \$674.50 of additional funds received to the Winchester Park Foundation.

4.2 Frederick Douglass Family Day – Donation Approval – Need a motion endorsing a donation for Frederick Douglass Family Day. Donation will assist in conducting the 48th Frederick Douglass Family Day and can be in an amount of no more than \$2,000.

4.2.1 A motion to approve a donation from Winchester Parks and Recreation in the amount of \$2,000.00 was made by Andy Gail and seconded by Shelly Lee. All were in favor.

5. Public Comments - None

6. President's Report

6.1 Donation by Shenandoah Runners – Liberty 5K

6.1.1 A donation was made to the Winchester Park Foundation from this year's event and placed in the scholarship fund for the community.

7. Board Member Comments

- Shelly reminded board members of the WST Long Course meet to be hosted August 28-30, 2020.

8. Report – Projects & Programs Committee - None

9. City Manager Comments - None

10. Director's Report

10.1 Administration

Coronavirus – The department is continuing to work under the shadow of the Corona virus. The goal of the department is to offer programs to the community as long as the offerings are not placing the patrons or staff in a hazardous environment. As will be reported later in the meeting we have successfully offered either as a direct programming of the department or have been able to offer programming in a collaborative effort with park partner organizations a limited amount of programming. Each program is heavily scrutinized to determine if the program can be offered and if so, what medication must be made to safely present the program while conforming with the criteria specified in Phase III of Governor Northam's Re-opening plan.

10.2 Podcast -

Podcast with Barry Lee addressing how the Corona virus has impacted the Parks & Recreation Department 2020. The Podcast presented information relating to the 2020 summer in the department and what offerings are currently available.
<https://www.winchesterva.gov/rouss-review>.

The Podcast are a feature of the City's Communications Department and are taped in a coordinated effort with Barry Lee. If you have not had an opportunity to listen to Podcasts, I would recommend such.

10.3 Shenandoah University MOA Implementation

The agreement between the City and Shenandoah University is under discussion relating to the project's schedule. SU will complete Bodie Grim and Henkel Harris fields in time for the 2021 season and will complete Bridgeforth and Rotary fields at a later date in 2021.

10.4 Aquatics

Aquatics Forums – Scheduled for Thursday, August 13th & Saturday, August 15th. The department is making an active effort to increase transparency and communications with the community. Lynn recapped the presentation that was prepared for the forums.

- Shelly asked if there was any information about chlorine killing the virus. Lynn stated there was no documentation confirming that at this time.

Outdoor Aquatics Facility

Closing for Season – September 7th – Labor Day

Unusual Season – Phase I, II & III

Programs Presented – Lap Swim, Aquatic Exercise, Senior Swim, General Swim and Swim Team Training

Occupancy Load Restricted to 35 Occupants – Social Distancing Applied

Indoor Aquatic Facility

Opening – Tuesday, September 8th – Day After Labor Day

Planned Programs – Lap Swim, Aquatic Exercise, Senior Swim, General Swim and Swim Team Practice

Schedule Included with Agenda

No Swim Lessons at this Time

Occupancy Load Restricted to 8 Applying Social Distancing for all activities except lap swimming. Lap Swim and Swim Team Practice will be permitted 12 swimmers as 6 will be on each end of the pool providing separation.

10.5 Maintenance

Finalizing Sensory Trail – Awaiting Additional Posts (12)

Continuing Mowing all Areas

Authorized to Fill One Maintenance Tech Position

Wilkins Lake Maintenance in Schedule

- Cal asked what was going on with the maintenance of the lake. Lynn addressed the article in the Winchester Star and other issues this summer. The department is developing a work plan for the maintenance division to try to improve overall operations in consideration for the lack of staffing.

10.6 Facilities

Maintenance Issues Continuing to be Addressed

Cleaning & Sanitizing Plans Continuing

Receiving Hydrogen Peroxide Sanitizing Equipment – staff will receive training

Parks will be Hosting City Council Meetings Beginning in September indefinitely

10.7 Staffing – Hiring Freeze Continuing – Vacancy Status

Administration:

Administrative Assistant - Vacant

Community Recreation & Special Events

Comm. Rec. & Special Events Specialist - Vacant

Aquatics

Aquatics Specialist – One of two Specialist positions filled, second position filled with Interim

Part time Lifeguard Positions – **Posted for 7 Positions**

Maintenance

Superintendent - Robert Garrett – Serving as Interim Superintendent - Vacant

Currently Down 3.5 Positions (2 Maintenance Techs,
2.5 Seasonal) **Posted for 1 Maintenance Tech Position**

Facilities

1 Part-time Custodian vacant

Front Desk Staff – Down 2 – 3 Part time Positions

Child Care

Several Part Time Positions

10.8 Group E-mail –

Amy Simmons, Director of Communications for the City has advised that group e-mails are being established for Boards and Commissions and such will be included on the meeting calendar as an option for submitting public comments prior to **virtual** meetings. If the Board is having a virtual meeting and comments are received the comments should be read aloud as recommended by the City Attorney. Additionally, virtual meetings must provide a public comment section on the agenda and the public must be provided an opportunity to speak via the virtual platform that is being used. Sam and I are on the list of individuals to receive the e-mails. **Amy directed that Board members may receive e-mails from the public via this e-mail address but should not respond as Sam and I are to address these.** Should Board members receive e-mails from this address please forward to Sam or me. We will address the e-mail as well as include the Board member in any response. The e-mail address is parksboard@winchesterva.gov .

11. Assistant Director Report

11.1 Parks & Recreation Seasonal Guide

Summer Guide – Not Printed & Distributed

Fall Guide – Not Printed & Distributed

11.3 Abrams Creek Wetlands

Early Spring Cutting – March – Cancelled

Trail Trimmed & Lower Marsh Bush hogged

Zoom Meeting – Wednesday, August 19th

11.4 Special Events

Movies at the Taylor – Cancelled

Movies at the Amphitheater – Cancelled

Classic Movies - Cancelled

3rd of July Fireworks - Cancelled

Frederick Douglass Family Days – September 13, 2020

11.5 Athletics

Winchester Baseball – Late Season

Camps – Outside – Good Condition, golf, soccer, and tennis offered

Inside – Lack of Space, cancelled

Videos & Quizzes – 12 Developed and shared

Fall Programming – moving forward with some programming

11.6 Community Recreation

Outreach Programs – Programs Cancelled

Private Music Lessons – Revamping Program

Staff is developing a plan for safe return to community rec programming

11.7 Child Care

Mandatory Reporting Training – DSS Facilitating – All Staff completed

School Year – Full day program developed and approved, registration to begin Monday August 24, 2020

12. Additional Items -

12.1 September 11, 2020 Observance

Due to the COVID-19 virus the normal September 11th observance will not be conducted on site as an in-person event. The event is being taped in a coordinated by the Special Events Division and the City's Communications Department. The various segments will be edited into a single presentation and made available for a virtual presentation.

12.2 Board Membership Status

Regina Coates eligible for re-appointment expressed interest in such

Shelly Lee – Term has expired serving until vacancy filled

Hector Robertson – Term expired serving until vacancy filled

Newly Appointed Advisory Board Members

Chris Way – Appointed - July 14th – 3 yr. term 7.13.2023 Conducted Orientation/Review – Mr. Way introduced himself to the Board.

B. Scott Jenkins – Appointed July 14th – 3 yr. term 7.13.2023

13. Next Regular Meetings –

13.1 Monday, September 28, 2020

6:30 PM

War Memorial/Active Living Center – Lord Fairfax Room

13.2 Monday, October 26, 2020

6:30 PM

War Memorial/Active Living Center – Lord Fairfax Room

13.3 The November and December meeting dates have been combined to one. Samantha will confirm the date and update the board at the next meeting.

14. Closing Comments Director

Mr. Miller thanked Board members for being here and for their involvement.

15. Closing Comments President

President Stewart reminded members of section 10.8 in the agenda and reiterated to send all inquiries to Lynn and Samantha. He thanked Lynn, Molly, and Samantha for their work on the pool schedule; it is very fair to the community. Bill commented how great it is to have projects such as the one done by Jack Smith; he is a good example of the great kids these days. The benefit of this year having the September 11th recognition done virtually is that many people can view it. It is a wonderful event and he thanked the park for including him in it this year. Staff truly puts their heart into it. Lastly, he welcomed Mr. Way once again to the Board.

16. Closing Comments Board Members - None

17. Motion to Adjourn

With no further business to discuss, a motion to adjourn the meeting was made by Shelly Lee, seconded by Cal Allen and approved unanimously. The meeting adjourned at 7:51pm.